

Volume No. 3—Automated Systems Applications	TOPIC NO.	70315
Function No. 70300—FAACS Online	TOPIC	LOGGING ON AND OFF
	DATE	MAY 2003

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Overview

Introduction

Each user of the Fixed Asset Accounting and Control System (FAACS) is granted a Logon Identification and password following the procedures covered in CAPP Topic No. 70310, *Security*.

Once you have an assigned LOGON ID and password, the following set of screens and instructions must be followed to access the FAACS web-based Online System.

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Logging On

Access the DOA Home Page Access FAACS from the DOA Homepage: <http://www.doa.virginia.gov>. At the DOA Homepage, click on FINANCIAL REPORTING.



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Logging On, Continued

Initial Navigation

From the FINANCIAL REPORTING UNIT page, click on Fixed Asset Accounting and Control (FAACS).



Commonwealth of Virginia | Governor

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Department of Accounts

Home

Home

Site Contents

General DOA Information

Division of State Internal Audit

Financial Reporting

Finance and Administration

General Accounting

Information Resources Management

Payroll Operations & Charge Card Administration

Payroll Service Bureau

Training Resources

Financial Reporting Unit

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Overview

The financial reporting activity includes preparation of three annual financial reports, three [Financial Statement Directives](#) and the Schedule of Expenditures of Federal Awards for inclusion in the Statewide Single Audit Report. The [Preliminary Report](#) is issued on August 15 for the previous fiscal year and summarizes the ending cash-basis position of the General Fund. The data in this report is used to implement the subsequent year's budget and provide the undesignated (surplus) balance, if any, which is available for future appropriation.

The audited December 15 [Comprehensive Annual Financial Report \(CAFR\)](#) is prepared on the basis of generally accepted accounting principals (GAAP) and is used extensively by rating agencies, investment banks and other involved in the issuance and marketing of Commonwealth bonds. Virginia has produced a GAAP-basis report that has received an unqualified audit opinion every year since 1986.

The *Code of Virginia* establishes the basis for statewide financial reporting. Principal Code directions include the following.

The Comptroller shall...make a preliminary annual report to the Governor on or before August 15...(and)...a final report on or before December 15...the final report shall be prepared, insofar as practical, in conformance with generally accepted accounting principles. (§2.2-813)

Links....

- Accounts Receivable
- Annual MELP Report
- Cash Management Improvement Act (CMIA)
- Comprehensive Annual Financial Report (CAFR)
- Fixed Asset Accounting and Control (FAACS)
- Financial Statement Directives
- Financial Reporting Forms
- GAAP Master List
- Higher Ed Accounting Procedures
- IRS Information Returns - 1099 Reporting
- Lease Accounting System (LAS)
- Pass Through Accounting
- Popular Report (PAFR)
- Preliminary Annual Report
- Statewide Indirect Cost Allocation Plan (SICAP)

http://www.doa.virginia.gov/Information_Systems/Information_Systems_Main.cfm

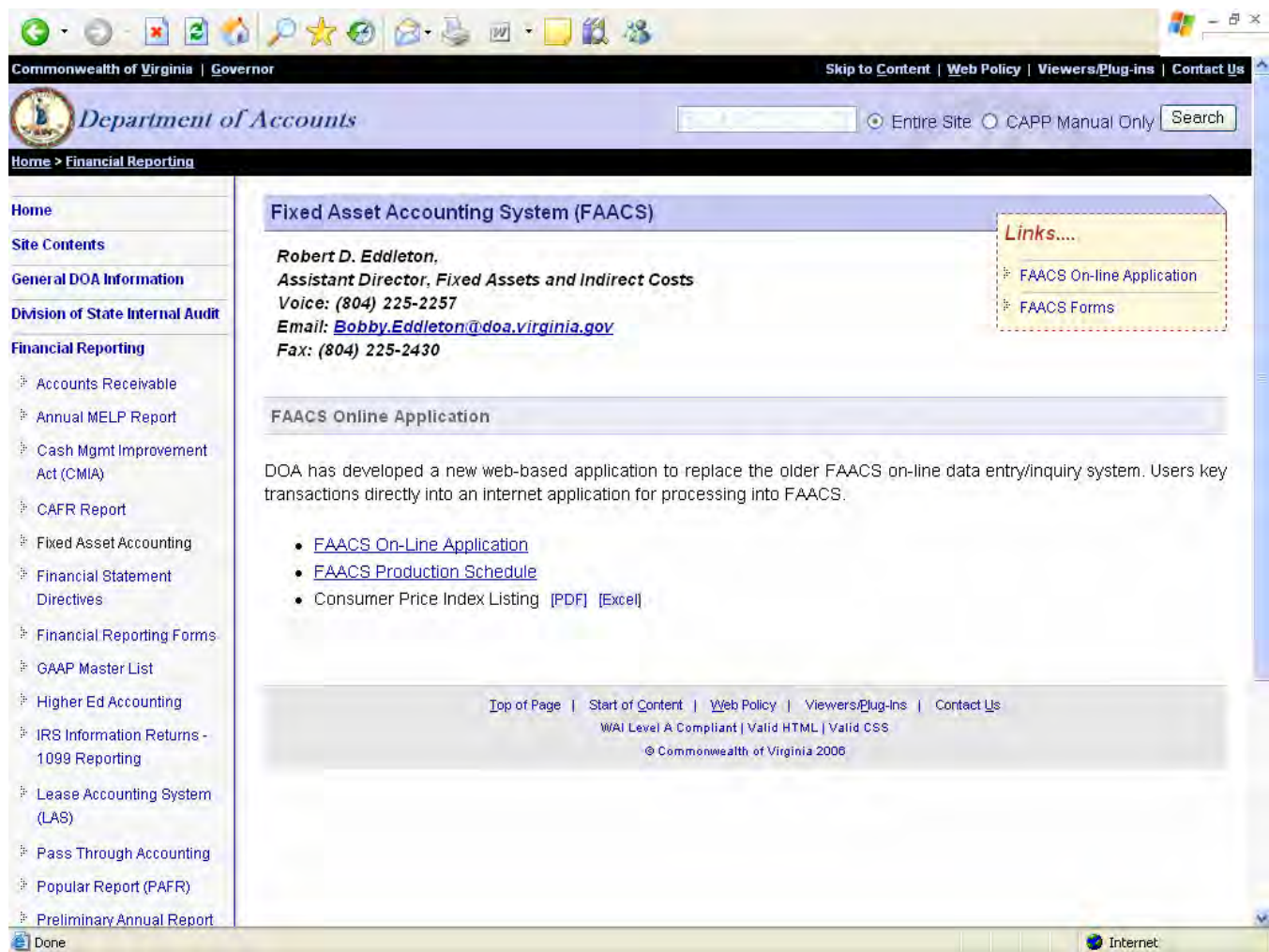
Internet

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Logging On, Continued

Access Screen This brings you to an access screen. Here, click on FAACS On-Line Application.



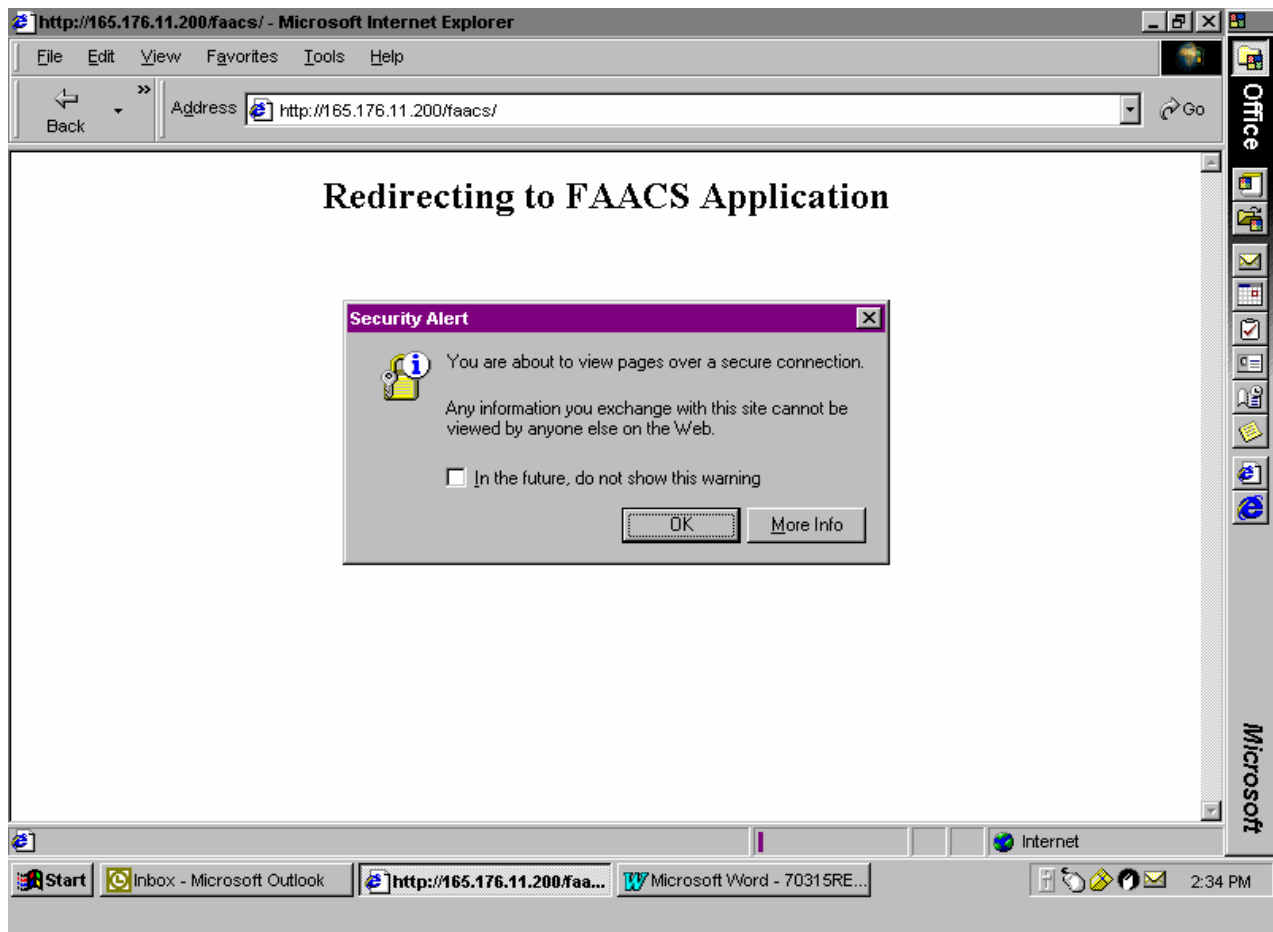
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Logging On, Continued

Security Certificate Screen

Next, there is an information screen on the security certificate. Click <OK> to proceed.



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Logging On, Continued

Log-In Screen This will take you to the log-in screen. Enter your logon id (user ID) and password. Click on CONTINUE.

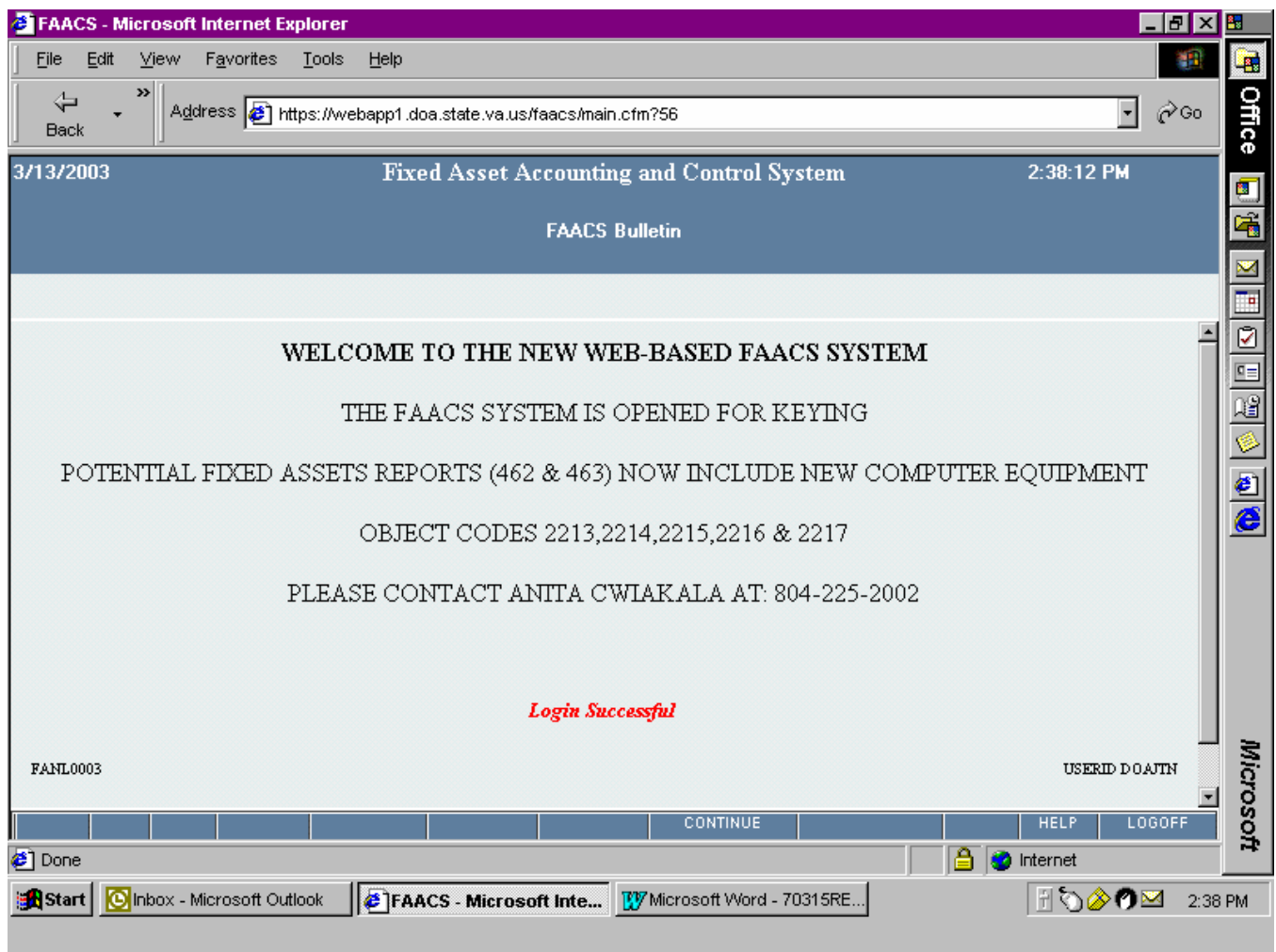
Passwords expire after 30 days. To change your password, enter your logon ID and old password, then enter and confirm your new password. This procedure may be followed even if your old password has expired. Click CONTINUE to proceed.

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Logging On, Continued

Bulletin Screen You will come to the FAACS bulleting screen. This screen contains a message that your Log-In is successful. You are now in the system and may perform data entry and inquiry functions. Click on CONTINUE.



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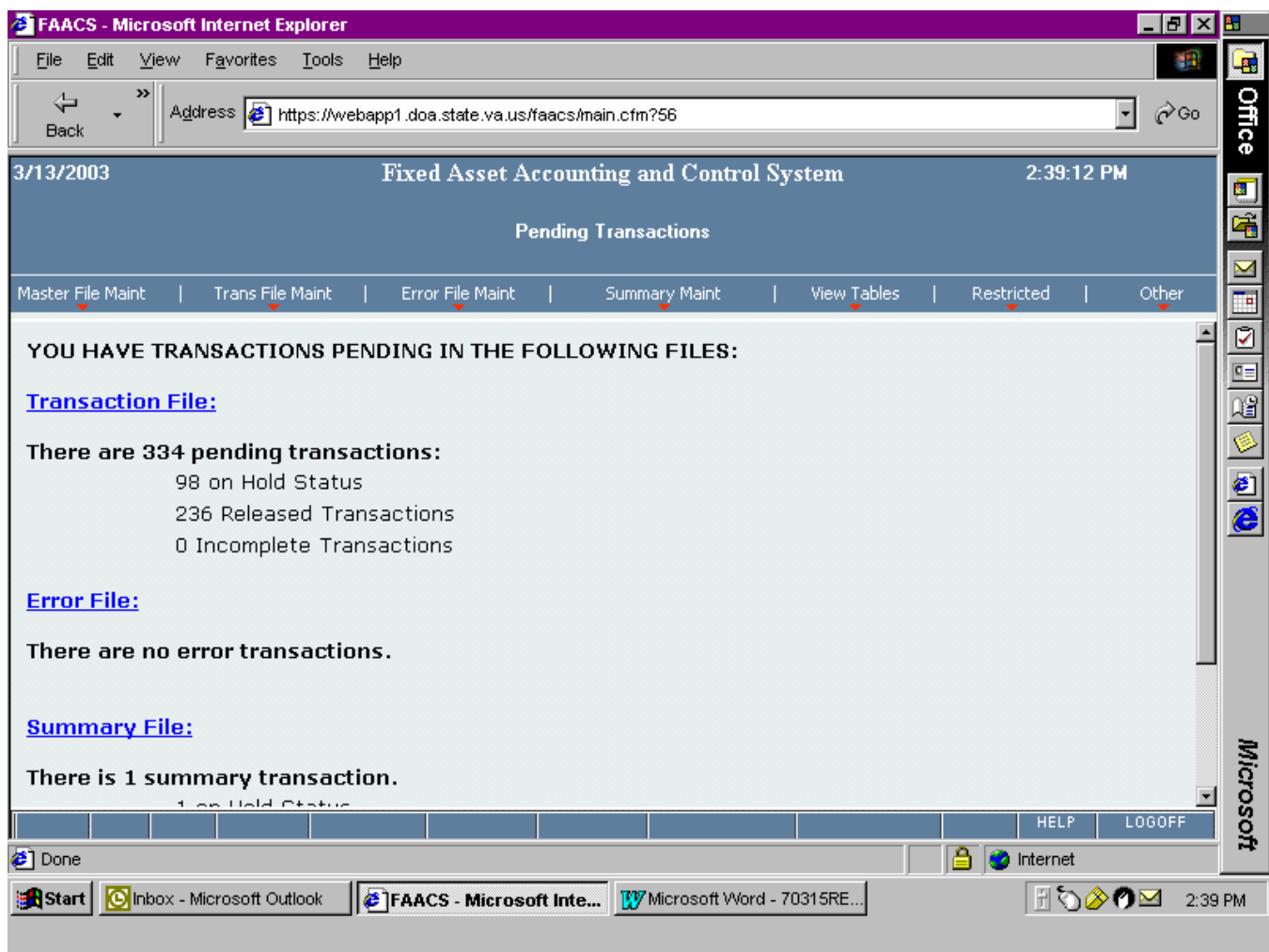
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Logging On, Continued

Pending Transactions Screen

You will then see the FAACS pending transactions screen.

To **view** master file or transaction file records or **enter/edit** transactions, click on the appropriate navigation bars at the top of the screen and use the appropriate action buttons at the bottom of the screen. Additional information on data entry is contained in CAPP Topic No. 70325, *Data Entry*.



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Logging Off

Log-Off Action Button To log off, click on the LOGOFF action button located in the screen's lower, right-hand corner.

FAACS - Microsoft Internet Explorer

Address: <https://webapp1.doa.state.va.us/faacs/main.cfm?56>

3/13/2003 Fixed Asset Accounting and Control System 2:40:40 PM

Master File View, Add, Edit, Delete

Master File Maint | Trans File Maint | Error File Maint | Summary Maint | View Tables | Restricted | Other

First Record Displayed.

Required Data Add'l Data Display All

AGENCY	ASSET CATEGORY	ID	REC CREATED	REC LAST UPDATED	PG ACTION	TRN TYPE
100	4-Equipment	000000001	01281993	12272002	View	View

DESC LINE 1 VOTING SYSTEM-CHAMBER DESC LINE 2

DESC LINE 3 DESC LINE 4

BLDG ID FIPS Asset Description 3 ROOM RESP POSITION RESPONSIBLE DESC

00038 760 Search FIPS CLERK OFFICE

ACQ BASIS AVAIL CODE ACQ MET OWN STAT COND

H-Historical Cost U-Unavailable P-Purchase A-By VA Agency (COV) O-Operable

TAC CONT IND ORGANIZATION ACQ DATE SURPLUS NOMENCLATURE USEFUL

VIEW ADD EDIT DELETE PREVIOUS NEXT HELP LOGOFF

Done Internet

Start Inbox - Microsoft Outlook FAACS - Microsoft Inte... Microsoft Word - 70315RE... 2:40 PM

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Logging Off, Continued

Returns to Log-In Screen This returns you to the Log-In screen. Click on the LOG OFF Action Button located in the screen's lower, right-hand corner.

FAACS - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Address <https://webapp1.doa.state.va.us/faacs/main.cfm?56> Go

3/13/2003 Fixed Asset Accounting and Control System 2:42:02 PM

LOGIN

USER ID

PASSWORD

NEW PASSWORD

CONFIRM PASSWORD

CONTINUE HELP LOGOFF

Done Internet

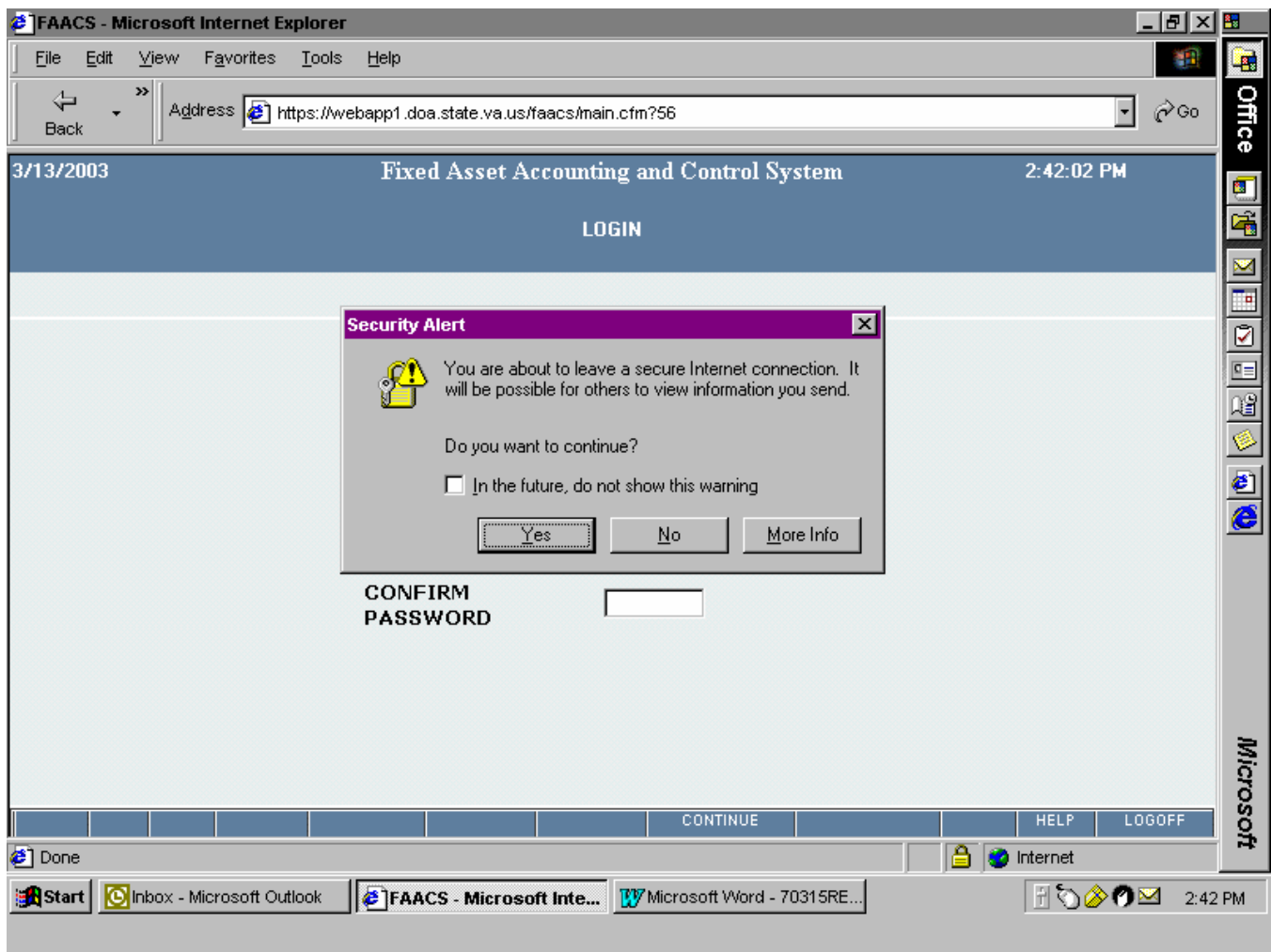
Start Inbox - Microsoft Outlook FAACS - Microsoft Inte... Microsoft Word - 70315RE... 2:42 PM

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You then have an information screen about leaving a secure internet connection. Click YES to proceed to log off. This will take you back to the DOA Homepage.



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Contacts

DOA Contact Assistant Director, Fixed Assets and Indirect Cost
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Subject Cross References

References CAPP Topic No. 70310, *Security*
CAPP Topic No. 70320, *System Flow*
CAPP Topic No. 70325, *Data Entry*
